



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**ASSISTANT CHIEF FINANCIAL OFFICER/AUDITOR & CONTROLLER**

**Class No. 002203**

**■ CLASSIFICATION PURPOSE**

To assist the Chief Financial Officer in allocating resources, prescribing, controlling, and auditing the various accounting and financial systems of the County of San Diego and other governmental entities as mandated; to assist in the coordination of the finance and general government activities of the County organization; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position executive service class allocated only to the Department of the Auditor and Controller. Under administrative direction, the incumbent is responsible for assisting the Chief Financial Officer in managing the overall activities of the department and acting in the absence of the Chief Financial Officer and Group Finance Officers.

**■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

**Essential Functions:**

1. Assists in planning, directing, organizing, coordinating and evaluating the overall activities of the Auditor and Controller Department which include prescribing, controlling, and auditing the County's accounting and financial systems, developing and monitoring the annual County budget, and centralized collection and revenue and recovery services.
2. Assists in directing the development and implementation of countywide policy and procedures and auditing and financial control systems.
3. Assists in directing the development and implementation of departmental plans and programs.
4. Serves as an assistant auditor or trustee for other governmental entities (school districts, transportation funds, and joint powers agencies).
5. Verifies the legality of expenditures within County departments.
6. Prepares and presents financial reports and advises the Board of Supervisors, Chief Administrative Officer, Department Directors and Group Finance Officers on financial matters and conditions.
7. Assists in developing the department's annual budget, and monitors revenue and expenditure transactions.
8. Conducts fiscal analysis and prepares cost projections.
9. Identifies operational problems and formulates appropriate solutions; prepares reports and correspondence.
10. Supervises subordinate staff.
11. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
12. Performs special studies and projects as assigned.
13. Acts in the absence of the Chief Financial Officer.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Accounting and auditing principles, methods, and techniques.
- Federal, State, and local laws, codes, regulations, and standards related to auditing and financial control of a public agency.
- Municipal financing techniques for short-term and long-term financing instruments.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, and fiscal management.
- Governmental budgets.
- The General Management System in principle and in practice.
- Policy/procedure development and implementation related to auditing and financial control systems used throughout a large public agency.
- Long-range financial strategic planning.

### Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in prescribing, controlling, and auditing the county's accounting and financial systems, developing and monitoring the annual county budget, and providing centralized purchasing and contracting and revenue and recovery services.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Manage the financial activities and verify the legality of expenditures within County departments.
- Prepare and present financial reports and advise executive management on financial matters and conditions.
- Identify and resolve departmental operational problems.
- Assist in preparing annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Plan, direct, organize and coordinate budget and financial planning for a governmental entity or private sector organization.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from industry, the media, and other governmental agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in accounting, finance, public administration or business administration, AND five (5) years of experience performing financial planning, budgetary control, auditing and supervising subordinate staff.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: February 19, 1976**  
**Retitled: May 19, 1983 (From: Assistant Auditor & Controller – Administration)**  
**Revised: October 6, 1992**  
**Revised: September 16, 1994**  
**Retitled: July 30, 1999 (From: Assistant Auditor & Controller)**  
**Reviewed: Spring 2003**  
**Retitled: January 9, 2004 (From: Assistant Chief Financial Officer)**  
**Revised: June 15, 2004**

---

Assistant Chief Financial Officer/Auditor & Controller (Class No. 002203)

Union Code: EM

Variable Entry: Y